



Valet Parking Permit Application

To request a valet parking permit, all questions must be fully answered and all required documents must be submitted at least **48 hours** prior to the event or the application will be considered incomplete, and permit request shall be denied. For more information, please see the back of this form, or call the number listed above.

VALET OPERATIONAL DETAILS (Please Print)

1. Valet operation address: _____
2. Date(s): _____ Time(s): _____
3. Pickup/Drop location (be specific): _____
4. Space numbers (If applicable): _____
5. Number of Parking Spaces Drop-Off/Pick-Up Location: _____
6. Off-Site Vehicle Storage Address: _____ Number of Spaces: _____
7. Number of Valet Attendants: _____ Number of Valet Attendants at Peak: _____
8. Include Valet Parking Operations Map and Detail.
9. Letter or copy of agreement between off-site lot owner/operator and valet operator regarding use of off-site location for storage of vehicles during valet operation hours (if applicable). Must include name and contact number of lot owner/operator.

VALET INFORMATION (Please Print)

1. Name of Business: _____ Address: _____
2. Contact Name: _____ Phone Number: _____

I have read and agree to all terms and conditions on the back of this form.

Signature: _____ Date: _____

BUSINESS INFORMATION (Please Print)

1. Name of Business: _____ Address: _____
2. Contact Name: _____ Phone Number: _____

I have requested the Valet Company listed below to provide valet services for patrons. I have read and agree to all terms and conditions on the back of this form.

Signature: _____ Date: _____

- Business establishment must obtain all proper permits at least forty-eight (48) hours in advance of event before conducting valet service. Valet permits must be kept at the location of the valet service and must be shown to any city official upon request.
- Valet parking operator must provide General Liability Insurance and Auto Insurance on file with the city. An additional insured endorsement must be provided for both along with the Certificate of Insurance. The insurance must be approved by the City's Risk Management prior to commencement of valet operation.

General Liability

\$1,000,000 Each Occurrence

\$1,000,000 Garage or Garage Keeper Liability (either General Liability or Auto Liability)

\$2,000,000 General Aggregate

Auto Liability

\$1,000,000 Combined Single Limit

- Valet parking operator cannot use city streets/city lots/ or parking structures for their vehicle storage/pick-up/ or drop-off without proper written approval from the City of Glendale, Public Works Engineering Division. Vehicles must be stored off-site and not on public streets.
- Business establishment and Valet Parking Company owner are responsible for the conduct and actions of their patrons, employees, and valet service.
- Pedestrian walkway, where valet is taking place, must not be blocked at any time and must provide pedestrian passing clearance of at least (5) five feet.
- Valet parking operator must provide adequate staffing to provide valet service at business establishment. Vehicles cannot block travel way while waiting to drop-off/pick-up patrons. No vehicle queuing is allowed on travel way at any time.
- Valet parking operation shall only be conducted at the location and during hours stated on the valet parking permit and approved by the Public Works Engineering Division. Only parking spaces approved by the city shall be utilized.
- All posting of temporary "No Parking" signs shall be completed thirty (30) hours prior to the effective time of the prohibition. The police department shall be notified after the signs are posted, Monday through Friday, from 8:00am to 5:00 PM, at (818) 548-3130. All other times, call (818) 548-4840. Signs shall be removed after valet permit expires.
- Valet operator must provide valet service for the general public without exclusion.
- City reserves the right to revoke or suspend valet parking permit at any time for any reason. Violations of the above results in a revocation of the permit by City and forfeit of all paid valet parking fees.

GUIDELINES FOR SUBMITTING EVIDENCE OF INSURANCE FOR USE OF CITY PROPERTY
This assessment form MUST to submitted along with your insurance information!!

Please submit information to:

City of Glendale, Public Works, Engineering Division
633 E. Broadway, Suite 205, Glendale, CA 91206
Phone: (818) 548-3960 Fax: (818) 242-7087

Contractor Company Name: _____ Phone: _(____)_____

Contact Person's Name: _____ Fax: _(____)_____

Print Name

Address: _____

1. You must submit to the City a "Certificate of Insurance" from your insurance company for all insurance coverage(s) required by the City. In addition, you must submit an "Additional Insured Endorsement" if the City requires you to obtain General Liability, Automobile Liability insurance, or both. All insurance forms are subject to the City's review and approval. If Automobile Liability is needed, coverage for **"any auto"** is required.
2. The City requires you to obtain all coverage's from Insurer(s) that are "admitted insurers in the State of California; domiciled within, and organized under the laws of, a state of the United States, and with an A.M. Best & Company minimum rating of A:VII."
3. The "Certificate" must state the same information that is printed on the attached sample certificate. A certificate that has missing information or that does not comply with the City's insurance requirements may cause a delay in your permit's approval.
4. Both the "Certificate" and the "Additional Insured Endorsement" must be signed by the company issuing the insurance policy, or an authorized representative who has the authority to bind the insurance company.
5. For faster processing of your permit application, please give the City's General Liability/Automobile Liability Special Endorsement, "L-15" to your insurance company, or its authorized representative, for completion of that form. No modifications to the City's form are permitted.
6. If the insurance company or the authorized representative chooses instead to use its own endorsement form, you should allow for extra processing time by the City. The City will accept Insurance Services Office form "CG 20 12" with the City's wording added, as on the attached sample. "CG 20 10" forms are not acceptable for permits because the permit applicant is not doing any work for the City.
7. The City Attorney's Office and/or Risk Manager must review all insurance documentation for compliance with the City's insurance requirements. **Please allow 3 working days for processing.**

Check all applicable sections:

☐ Street Use Permit

Occupying: ☐ Travel Lane ☐ Parking Lane ☐ Sidewalk/Parkway ☐ Alley

☐ City Parking Lot No. _____ ☐ Other _____

Describe work to be done: _____

Location: _____ Duration: _____

☐ Oversize Permit (Over height, Over weight or Over length)

Location/Destination: _____

**GENERAL LIABILITY/AUTOMOBILE LIABILITY
SPECIAL ENDORSEMENT
FOR THE CITY OF GLENDALE**

PERMIT/PO/SA/SPECIFICATION/CONTRACT NUMBER:

This endorsement modifies insurance provided under the following:

☐

COMMERCIAL GENERAL LIABILITY INSURANCE COVERAGE PART

☐

AUTOMOBILE LIABILITY INSURANCE COVERAGE PART

In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or in any endorsement which now or later attaches to the policy, the Company agrees as follows:

ADDITIONAL INSURED: The City of Glendale, its officers, agents and employees are included as additional insureds, with respect to liability and defense of claims and suits arising out of the operations and uses performed by or on behalf of the named insured.

CONTRIBUTION WAIVED: This insurance is primary. The City of Glendale's insurance program shall be excess of this insurance. The Company shall not seek contribution from the City and its insurers.

SEPARATION OF INSURED: This insurance applies separately to each insured against whom claim is made or suit is brought, except that the naming of multiple insureds shall not increase the Company's limits of liability. The inclusion of any person, organization, firm or entity as an insured under the policy shall not affect any right which such person, organization, firm or entity would have as claimant if not so included.

CANCELLATION NOTICE: If the Company elects to cancel or terminate this insurance before the stated expiration date, or declines to renew a continuous policy, or reduces the stated limits other than by impairment of an aggregate limit, the Company shall mail written notice to the City at least 30 days in advance of such election. For non-payment of premium, the Company shall give the City at least 10 days advance written notice of cancellation or termination.

Except as stated above, all other endorsements, provisions, conditions, limits and exclusions of this insurance shall remain unchanged.

COMMERCIAL GENERAL LIABILITY POLICY NUMBER:

AUTOMOBILE LIABILITY POLICY NUMBER:

By my signature on this endorsement, I warrant that I have authority to bind the insurance company and do so bind the company to this endorsement:

AUTHORIZED REPRESENTATIVE SIGNATURE:
SIGNED:

DATE

→POLICY NUMBER:_____

COMMERCIAL GENERAL LIABILITY

→POLICY NUMBER:_____

AUTO LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED –
STATE OR POLITICAL SUBDIVISION – PERMITS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
AUTO LIABILITY COVERAGE PART

SCHEDULE

State or Political Subdivision:

The City of Glendale, its officers, agents, and employees are added as additional insureds. The insurance is non-contributory and primary to all other insurance of the City. The insurance shall apply separately to each insured and 30 days advance written notice shall be issued to the City for any policy cancellation, termination or reduction of the stated limits.

(if no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.
2. This insurance does not apply to:
 - a. "Bodily injury, "property damage," "personal injury" or advertising" arising out of operations performed for the state or municipality; or
 - b. "Bodily injury" or "property damage" included within the "products-completed operations hazard."

 X _____

Signature of Person Authorized to Bind Company

 X _____

Date

Or you may use this endorsement form

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

**THIS IS A SAMPLE
COPY ONLY**

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ DISEASE - POLICY LIMIT \$

*ANY AUTO BOX MUST BE SELECTED FOR THOSE WHO HAVE AUTOMOBILE LIABILITY INSURANCE

Please add word for word in the description of operations on certificate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS / COVERED BY ENDORSEMENT / SPECIAL PROVISIONS

By the attached Endorsement(s); The City of Glendale, its officers, agents, and employees are added as additional insured. The insurance is non-contributory and primary to all other insurance of the City. The insurance shall apply separately to each insured and 30 days advance written notice shall be issued to the City for any policy cancellation, termination or reduction of the stated limits.

CERTIFICATE HOLDER

City of Glendale
Engineering Section
633 East Broadway, Room 205
Glendale, CA 91206-4388

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVE.
AUTHORIZED REPRESENTATIVE

Cross-out words "endeavor to"

Cross-out "but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representative"

SAMPLE VALET PARKING OPERATIONS MAP

